

**For Office Use Only:**  
Division Chief Sign Off: \_\_\_\_\_  
Date: \_\_\_\_\_  
Payment: \_\_\_\_\_  
Payment received by: \_\_\_\_\_

**STATE OF MARYLAND**  
**(Montgomery County)**  
**APPLICATION FOR A**  
**CLASS C, SPECIAL ALCOHOLIC BEVERAGE LICENSE**

**TO THE BOARD OF LICENSE COMMISSIONERS FOR MONTGOMERY COUNTY:**  
**APPLICATION IS HEREBY MADE BY THE UNDERSIGNED, UNDER THE PROVISIONS OF**  
**ARTICLE 2B OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED, FOR A CLASS C,**  
**SPECIAL EVENT LICENSE.**

**All applications can be mailed in or submitted in person to:**  
Department of Liquor Control, Licensing Office, 201 Edison Park Drive, Gaithersburg, MD 20878  
*Please submit applications 14 days prior to event*

*Please Note: Payments for one day licenses are taken at the time of license pickup*

**PLEASE PRINT OR TYPE**

TYPE OF LICENSE REQUESTED:              Beer/Wine (\$30 per day)              Beer/Wine/Liquor (\$60 per day)

NAME OF NON PROFIT SPONSORING ORGANIZATION: \_\_\_\_\_

NON PROFIT CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NON PROFIT WEBSITE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT'S PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ OTHER: \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS: \_\_\_\_\_

*\* The applicant must submit a form of identification with a Class C Application*

EVENT NAME: \_\_\_\_\_

EVENT LOCATION (Name of facility and complete address): \_\_\_\_\_

TYPE OF EVENT:              DANCE              FUNDRAISER              OTHER: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_ RAIN DATE(S): \_\_\_\_\_

HOURS OF EVENT: \_\_\_\_\_ HOURS OF ALCOHOL SERVICE: \_\_\_\_\_

*\*Alcohol service must end by 1 A.M.*

ESTIMATED # OF ATTENDEES: \_\_\_\_\_              INDOOR              OUTDOOR

WILL THERE BE ENTERTAINMENT:              YES              NO

IF YES: TYPE OF ENTERTAINMENT: \_\_\_\_\_

ENTERTAINMENT WEBSITE OR FACEBOOK PAGE: \_\_\_\_\_

HOURS OF ENTERTAINMENT: \_\_\_\_\_

TYPE OF ADVERTISING:                      RADIO                      FLYER                      INTERNET

OTHER: \_\_\_\_\_

*(A copy of invitation, flyer, any promotion associated with this event, must be submitted with this application)*

WILL THE APPLICANT USE SERVICES OF A PROMOTER OR OTHER PERSON TO MANAGE THE  
EVENT?                      YES                      NO

IF YES, NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

FACEBOOK PAGE: \_\_\_\_\_

WILL THERE BE HIRED SECURITY?                      YES                      NO

*A Security Plan is required for all outdoor events and any indoor event having 300 people or more daily. See our website [www.montgomerycountymd.gov/dlc](http://www.montgomerycountymd.gov/dlc) under the Licensure, Regulation and Education tab for sample security plans.*

IF YES, SECURITY COMPANY NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

NUMBER OF SECURITY PERSONNEL PROVIDED AT THIS EVENT: \_\_\_\_\_

FOOD MENU: \_\_\_\_\_

ALCOHOL PLAN: *All events must submit an alcohol plan. (This can be included in your Security Plan). This plan should include how you will be serving/selling alcohol (bartender, sectioned off beer garden, etc.), who will be checking ID's, how drinks will be sold (tickets, cash bar, etc), if under 21 persons are allowed to attend event, how will they be differentiated between those who are 21 years old and over. IF NEEDED, PLEASE ATTACH A SEPARATE SHEET*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The applicant must complete this section.**

As applicant, I hereby certify that if the license applied for is granted, I will conform to all State and County laws and regulations relating to the sale of alcoholic beverages, as well as to the rules and regulations of the Board of License Commissioners for Montgomery County, and hereby grant permission to the State Comptroller, his duly authorized deputies, inspectors and clerks, The Board of License Commissioners for Montgomery County, its duly authorized employees, and any peace officer of Montgomery County to inspect and search at any and all hours, without warrant, the premises and any and all parts thereof upon and in which said business is to be conducted during the term of the license.

**Affidavit**

Also, by signing this application, I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**The property owner/designee must complete this section.**

I hereby certify that I am the owner of the property named in the foregoing application for an alcoholic beverage license and that I hereby consent to the use of the said property for the sale thereon of such alcoholic beverages as the Board of License Commissioners for Montgomery County, its duly authorized employees, and any peace officer of Montgomery County to inspect and search at any and all hours, without warrant, the premises and any and all parts thereof upon and in which said business is to be conducted during the term of the license.

**Affidavit**

Also, by signing this application, I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date